

MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY
Archives and Records Services Division - Government Records Section

Special Projects Officer IV (Electronic Records Specialist)

Starting annual salary: \$36,176.62 plus benefits

Deadline for receiving applications: April 22, 2011

To apply for this position, please go to the State Personnel Board website (www.spb.state.ms.us) and submit an e-application, or call 601-576-6865 to request an application. Before submitting your application to the State Personnel Board, please make a copy and mail it to:

*Mississippi Department of Archives and History, Attn: Human Resources Office,
P.O. Box 571, Jackson, MS 39205*

The Mississippi Department of Archives and History (MDAH) seeks a special projects officer IV to serve as an electronic records specialist in the Government Records section of the Archives and Records Services Division. The incumbent will appraise and schedule state government records; advise state agencies on records management; work with the MDAH Electronic Archives section to coordinate agency transfers of archival electronic records, ensuring timely transfer of secure and authentic electronic materials and agreement on transfer formats and metadata structure; provide enhanced access to born-digital and reformatted state publications and records; and develop and implement training for state personnel on records management. With other members of the government records team, the incumbent will help define, develop, and implement expanding records services and programs for state and local governments according to public records laws and other federal and state laws and regulations. Occasional Saturday (8 a.m.-1 p.m.) reference duties (6-8 per year).

Education and experience must meet one of the following criteria:

- A Master's Degree from an accredited four-year college or university in library/information management, records management, public administration, or directly related field and four years of related experience, three of which must have included line or functional supervision.
- A Bachelor's Degree from an accredited four-year college or university in library/information management, records management, public administration, or a directly related field and five years of related work experience, three of which must have included line or functional supervision.
- Graduation from a standard four-year high school or equivalent (GED) and nine years of related work experience, three of which must have included line or functional supervision.

Preferred qualifications include the following: archival and/or records management experience, including experience in the appraisal and scheduling of electronic records; knowledge of records retention procedures; familiarity with SQL compliant databases, UNIX, file transfer protocol (ftp), digitization, Dublin Core metadata standard, and XML; knowledge of Mississippi government and history; experience providing training or oral presentations; excellent oral, written, and interpersonal communication skills; ability to lift 40 pounds; knowledge of MS Word, PowerPoint, and Excel; and the ability to work independently as well as collaboratively as a team member in a rapidly changing environment.

The Mississippi Department of Archives and History collects, preserves, and provides access to the archival resources of Mississippi. Its non-circulating collection is the largest, publicly accessible collection of print, manuscript, and digital material relating to the state. Holdings include more than 42,682 GB of electronic records, 70,000 cubic feet of state records and manuscript collections, 250,000 images, 72,000 published items, and 200 newspaper titles. MDAH is based in the William F. Winter Archives and History Building, opened in 2003, in Jackson. For more information on Department activities, go to <http://archives3.mdah.state.ms.us/>

MDAH is an Equal Opportunity Employer